Texas Department of Motor Vehicles

# Application for a Certified Copy of Title

| *** Department Use Only *** |
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Use this form to apply for a certified copy of a Texas certificate of title for a motor vehicle. *Applicant must be the owner, lienholder, or verified agent of owner/lienholder*. Mail this application and any required documents to the Texas Department of Motor Vehicles (TxDMV) office listed on page 2, or you may bring this form and any required documents to a TxDMV Regional Service Center (see page 2 for a list of offices).

**Important: Even if a recorded lien has been paid in full, the lien remains on the department records until an application for corrected title is filed to remove the lien. If the lien has not been removed, you must provide a release of lien. (See page 2, Applicant Guidelines).**

- *Fee:* $2.00 by mail or $5.45 in person. Mailed fees should be in the form of a personal check, cashier's check, or money order payable to TxDMV. ***Do not mail cash***. Temporary checks will not be accepted. **Fees are non-refundable**.
- Additional documents (e.g., release of lien or court documents) submitted with this application must be **original** documents. All original documents submitted to a Regional Service Center will be returned following processing.
- **Original** signature(s) required. Applicant(s) must be the owner, lienholder, or verified agent of the owner or lienholder.
- Each person signing this form must provide a **copy of current photo identification** (state or U.S. government issued ID or foreign passport). A verified agent of the owner or lienholder must also provide (1) a letter of signature authority on letterhead or printed business card (letterhead or printed business card may be copies); and (2) a photo ID.
- A business or entity given a Power of Attorney must provide (1) a letter of signature authority on letterhead or printed business card (letterhead or printed business card may be copies); and (2) a photo ID.

**Type or print in black or blue ink**

Year of Vehicle _____ Make of Vehicle _____ License Plate No. _____

Vehicle Identification Number _____

Title Document Number (if unknown, leave blank) _____

I, the undersigned, hereby certify that I am the recorded owner, lienholder, or verified agent of the owner/lienholder of the above described vehicle and that the original title covering said vehicle has been lost, destroyed, or mutilated. (In case of joint ownership, all owners' signatures and copies of photo ID are required.)

| Printed legal name(s) of owner(s) / lienholder(s) / agent | Original signature(s) of owner(s) / lienholder(s) / agent |
|---|---|
| Printed legal name(s) of owner(s) / lienholder(s) / agent | Original signature(s) of owner(s) / lienholder(s) / agent |
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Transportation Code §501.155 makes falsifying information on this application a third-degree felony.

**Specify the person to receive the title. Name and mailing address information must be complete to process.**

Name _____

Mailing Address _____

City _____ State _____ Zip _____

E-mail _____ Phone _____

*** * *Department Use Only* * ***

Customer ID _____ DOB _____ Control Number _____

## Mailing Address

To apply for a certified copy of a title by mail, send application with $2.00 fee to:
- **Mailed applications may take up to 10 business days to process.**
- **Original** documentation submitted with the application will be returned.

TxDMV
1601-A Southwest Parkway
Wichita Falls, TX 76302

## Applicant Checklist

- ☐ Copy of driver license or other photo ID
- ☐ Page 1 completed
- ☐ Enclosed fee (no cash)
- ☐ Signature on page 1
- ☐ Reviewed Applicant Guidelines (table below and enclosed the required documents)

## Applicant Guidelines

| Applicant | Who signs form VTR-34 | Basic Requirements |
|---|---|---|
| Vehicle owner - individual or business (no lien on title) | Vehicle owner(s) or agent representing business entity | ► Copy of each owner's or agent's government issued photo ID<br>► If titled in a business name, (1) a letter of signature authority on letterhead or printed business card (letterhead or printed business card may be copies); and (2) a photo ID |
| Vehicle owner - individual or business (lien satisfied) | Vehicle owner(s) or agent representing business entity | ► Copy of each owner's or agent's government issued photo ID<br>► If titled in a business name, (1) a letter of signature authority on letterhead or printed business card (letterhead or printed business card may be copies); and (2) a photo ID<br>► Release of lien on lienholder's **original** letterhead, or<br>► If release of lien is on the department's form VTR-266, the lienholder agent signing the release must attach proof they are, a verified agent of the lienholder; (1) a letter of signature authority on letterhead or printed business card (letterhead or printed business card may be copies); and (2) a photo ID |
| Applicant has Power of Attorney (POA) for vehicle owner | Applicant or verified agent of the business appointed POA | ► Copy of each owner's government issued photo ID<br>► If POA is an individual, copy of the applicant's photo ID<br>► If POA is a business, (1) a letter of signature authority on letterhead or printed business card (letterhead or printed business card may be copies); and (2) a photo ID |
| Lienholder or agent of lienholder (lien not satisfied and lienholder has lost the title) | Recorded lienholder (individual) | ► Copy of photo ID of the recorded lienholder or the lienholder's verified agent who signed the form VTR-34 |
| | Verified agent of recorded lienholder | ► Copy of photo ID of the verified agent of the recorded lienholder who signed the form VTR-34<br>► Letter of signature authority on letterhead from recorded lienholder authorizing the recorded lienholder agent to sign the form VTR-34, or a printed business card of the recorded lienholder agent |

## To apply for a certified copy of a title in person, please visit one of our TxDMV Regional Service Centers.

**ABILENE** - 4210 N. Clack, Abilene, TX 79601-9223
Phone (325) 674-1000

**AMARILLO** - 5715 Canyon Dr. Building H, Amarillo, TX 79110
Phone (806) 467-3600

**AUSTIN** - 1001 E. Parmer Lane, Suite A, Austin, TX 78753
Phone (512) 719-6900

**BEAUMONT** - 8550 Eastex Freeway, Beaumont, TX 77708
Phone (409) 895-3200

**CORPUS CHRISTI** - 1701 S. Padre Island Dr., Bldg. 2, Corpus Christi, TX 78416 Phone (361) 808-3900

**DALLAS** - 1925 E. Beltline Road, Suite 100, Carrollton, TX 75006
Phone (972) 478-5200

**EL PASO** - 1227 Lee Trevino, Suite 100, El Paso, TX 79907
Phone (915) 594-6000

**FORT WORTH** - 2425 Gravel Dr., Fort Worth, TX 76118
Phone (817) 285-1500

**HOUSTON** - 2110 East Governors Circle, Houston, TX 77092
Phone (713) 316-6100

**LONGVIEW** - 4549 W. Loop 281, Longview, TX 75604
Phone (903) 237-2800

**LUBBOCK** - 135 Slaton Road, Lubbock, TX 79404
Phone (806) 748-2900

**MIDLAND/ODESSA** - 3901 East Highway 80, Odessa, TX 79761
Phone (432) 276-4400

**PHARR** - 600 West Expressway 83, Pharr, TX 78577
Phone (956) 784-6700

**SAN ANTONIO** - 3500 N.W. Loop 410, San Antonio, TX 78229-5126
Phone (210) 731-2130

**WACO** - 2203 Austin Avenue, Waco, TX 76701-1624
Phone (254) 296-2700

**WICHITA FALLS** - 1601-A Southwest Parkway, Wichita Falls, TX 76302
Phone (940) 235-4800